

*Office Memorandum* • UNITED STATES GOVERNMENT

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25X1 TO : Mr.  Chief, 

DATE: 12 December 1947

FROM : Acting Chief, Property Control Division

SUBJECT: Final Payment Clearance Sheet

1. Reference is made to the attached draft, Subject: "Final Payment Clearance Sheet".
2. In the past, this office has experienced considerable difficulty in issuing property clearance to individuals being separated from CIA.
3. In order to alleviate the discrepancies in clearance procedure, this office coordinated with the various Branch Administrative Officers outlining the necessity for employees obtaining the signature of their property officer, prior to reporting to the Property Control Division for clearance.
4. The practice of Property Officers signing the clearance sheet has been beneficial to this office inasmuch as it insures that agency property has been duly accounted for and/or transferred to a designated accountable or responsible individual.
5. In view of the above, it is deemed advisable that a space be provided for the signature of the Accountable Officer.

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